



Job Description

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Job Title:	Junior Safety Scientist
Reporting To:	Case Processing Manager
Employee Name:	
Signature:	
Managers Name:	
Signature:	
Date:	

Job Purpose

To assist with the carrying out of essential pharmacovigilance related tasks on behalf of Panacea Pharma Projects Limited and its clients in compliance with Good Vigilance Practice (GVP) and relevant national legislation.

To provide support to the Case Processing team in the collection, evaluation and submission of Adverse Event (AE) reports, transmission and reconciliation of pharmacovigilance data of individual case reports. This includes but is not limited to the download of AE reports from EVWEB and the MHRA portal, triage, initial case entry and the importing of AE reports on the pharmacovigilance database.

To provide support to the Case Processing team in assessing and ordering literature articles.

To provide support to the Data Evaluation team by running line listings for signal detection and literature ordering.

To assist other members of the Panacea team with administrative tasks.

Key Tasks

Technical

- Daily and weekly checks of client's EVWEB accounts and MHRA ICSR submissions portal accounts
- Download and triage of regulatory AE reports
- Download and triage of AE reports from the EMA MLM service



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- Triage and data entry of ICSRs from literature articles
- Complete initial case entry onto the pharmacovigilance database
- Data entry and retrieval using validated pharmacovigilance database
- Literature article ordering
- Literature review
- Any other task, following sufficient training, as instructed by line manager or senior management

Administrative

- Archiving of pharmacovigilance data
- Management of client email accounts and distribution of queries
- Assisting Client Support Specialists

Team

- Work as part of the Pharmacovigilance team and maintain flexibility to meet the priorities of the department
- Share ideas to improve systems

Skills Required

Technical Skills

- Awareness and understanding of the relevant pharmacovigilance legislation, directives and guidelines
- IT proficiency to be able to learn how to use the pharmacovigilance database, EVWEB programs and the MHRA portal

Other Skills

- Data management skills
- Project management skills